

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

**HR COMMITTEE MEMBERS PRESENT:**     **Marsik Frohling, Greshay, Schmidt, and Duchac**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, September 20, 2016 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

**ALSO PRESENT:**   **Sarah Eske, Human Resources Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director, Angi Zilliox, Human Resources Specialist; Scott Smith, Chief Deputy; John Corey, Corporation Counsel; Lori Fett, Office Manager – Highway; Bill Wiley, Clearview Director of Financial Services; Ann Schulz, Clearview Director of Nursing Services; Lori Kurutz, Clearview Director of Support Services; Jackie Kuhl, Clearview CBIC Coordinator; Bethany Castleberg, Insurance and Benefits Coordinator**

**Meeting called to order by Marsik at 9:00 a.m.**

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. Eske introduced Bethany Castleberg to the Committee as the new Insurance and Benefits Coordinator in Human Resources. The Committee welcomed Bethany to Dodge County.

Motion by Duchac to approve the minutes of the regular meeting of the August 16, 2016 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Motion by Schmidt to approve the minutes of the regular and closed session meeting of the September 1, 2016 meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Eske stated that a request was made for reconsideration of Labor Grade Placement for an Account Clerk II position in the Highway Department due to changes in job responsibilities. Eske noted that a JDQ was completed and sent to Carlson Dettmann for a recommendation. Eske explained that currently the position is placed in grade four (4) of the Dodge County Labor Grade Structure with a recommendation from Carlson Dettmann for reclassification and title change to grade five (5) as an Account Technician. Fett provided details regarding the changes to the position. Duchac requested a simply written policy to define whether a position change is a reclassification or a job creation.

Motion by Duchac to approve the reclassification recommendation and place the Account Technician position into the Dodge County Labor Grade Structure at grade five (5). Second by Frohling. Motion carried.

Eske stated that part of the Carlson Dettmann Market Study included recommendations due to market conditions for certain positions at Clearview. Members of the Clearview Administrative Team made a presentation to the Committee regarding all of the positions at Clearview, minimum requirements for the positions, and proposed/current changes to the labor grades in the past year and step adjustments to the RN positions at Clearview which occurred in April of 2016. Schulz indicated that while they do have RN openings, they have filled some positions, and she is expecting that the changes made will continue to be a positive step to attract and retain employees for these positions. Schulz indicated that her team will continue to monitor the recruitment and retention of nursing staff and will determine in the earlier part of 2017 if this needs to be looked at again. Schulz then provided the Committee with an update on self-scheduling. Schulz and Zilliox presented results from a recent survey with households utilizing self-scheduling indicating that the feedback has been predominately positive. The Committee thanked them for their presentation.

Eske stated that as part of the Market Study a JDQ was submitted to Carlson Dettmann for review. Carlson Dettmann identified Clearview as not a typical county nursing home and that the competition for this type of position will most likely come from the private sector where salaries typically higher. As a result, it was the recommendation of Carlson Dettmann that the Clearview Administrator position be placed in grade seventeen (17) of the Labor Grade Structure. Eske indicated that currently the position is in grade sixteen (16). Discussion followed.

Motion by Duchac to approve the reclassification recommendation and place the Clearview Administrator position into the Dodge County Labor Grade Structure at grade seventeen (17) effective January 1, 2017. Second by Greshay. Motion carried.

**Closed Session:**

Motion by Duchac, second by Frohling to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session was for the purpose of conducting public business for, specifically for conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiation strategies for collective bargaining. The meeting is closed pursuant to section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 10:18 a.m.

**Open Session:**

Motion by Frohling, second by Greshay to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:33 a.m.

Eske reviewed revisions to the Driver's Qualification Policy. There was discussion regarding insurance coverage and potential liability. Eske recommended having WMMIC review the policy for recommendations and bring back to the Committee. Corey indicated he will reach out to WMMIC for an opinion.

Eske stated that as a result of a recent resignation in the Human Resources Department, the Human Resources Assistant I position was reviewed. To better assist the Human Resources Specialist with added duties to include assisting with Leave of Absences, enforcing the Attendance Policy and assisting with Worker's Compensation. Eske noted that a JDQ was completed and sent to Carlson Dettmann for a recommendation. Eske explained that currently the position is placed in grade three (3) of the Dodge County Labor Grade Structure with a recommendation from Carlson Dettmann for reclassification to grade five (5) as a Human Resources Assistant.

Motion by Greshay to approve the reclassification recommendation and place the Human Resources Assistant position into the Dodge County Labor Grade Structure at grade five (5). Second by Schmidt. Motion carried.

Mindemann presented a leave of absences for consideration for an employee with Human Services and Health for a General Leave of Absence due to being employed for less than 12 months. Mindemann indicated that Human Resources did have supporting medical certification.

Motion by Greshay to approve the General Leave of Absences as presented. Second by Frohling. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE - Bethany Castleberg, Insurance and Benefits Coordinator, Human Resources, \$20.51, DC06, ST01, 9/19/16; Kate M. Deakin, Nutrition Site Manager (Randolph), Human Services, \$11.70, MCS15, ST01, 9/12/2016; Mary F. Delgado, Aging and Disability Resource Specialist, Human Services, \$19.65, DC05, ST03, 9/02/2016. RECLASSIFICATION - Heather M. Ehrlich, Aging and Disabilities Specialist III, Human Services, \$22.44, DC07, ST01, 11/09/2016; Krista K. Longseth-Roberts, Correctional Officer, Sheriff, \$18.59, DC04, ST01, 9/02/2016. STEP INCREASE- James E. Mielke, County Administrator, Administrator, \$52.27, DC18, ST01, 7/09/2016; Michele A. Pieper, Jail Supervisor, Sheriff, \$27.84, DC08, ST06, 9/15/16.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None

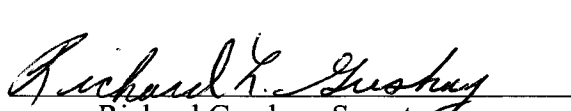
**HR Director's Report:**

- a) Disciplinary Actions: Eske stated that a Clearview employee will be receiving a termination notice for failure to follow procedures. Eske indicated that this employees recently a written warning for a similar incident and has other prior warnings on file. She stated Clearview offered this employee the opportunity to move to a different less stressful unit. The employee declined the offer.
- b) Grievances and Arbitrations: None

Future Agenda Items: Driver Qualification Policy, Reclassification vs New Position Policy, Sworn Union Negotiations.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **October 4, 2016 and October 18, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:04 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, September 20, 2016 in meeting room 4C, located on the fourth floor of the Administration Building.

**MEMBERS PRESENT:** Marsik, Frohling, Greshay, Duchac and Schmidt

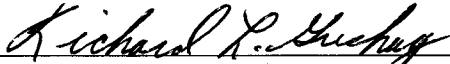
**MEMBERS EXCUSED:** None

**ALSO PRESENT:** Sarah Eske, Human Resources Director; James Mielke, Dodge County Administrator; Tonia Mindemann, Assistant Human Resources Director; Scott Smith, Chief Deputy

Motion by Duchac, second by Frohling to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session for the purpose of conducting public business for, specifically for conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiation strategies for collective bargaining. The meeting is closed pursuant to section 19.85(1)(e) of the Wisconsin Statutes. Motion carried by unanimous vote of all members present at 10:18 a.m.

The Committee discussed negotiation strategies for collective bargaining.

Motion by Frohling, second by Greshay to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:33 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

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